

16 February 1953

MEMORANDUM FOR: Deputy Director, Administration

THROUGH : Chief, Classification and Wage Administrative Division

SUBJECT : Request for Organization Change, Office of Collection  
and Dissemination

REFERENCE : Request for T/O Change dated 26 January 1953

1. The referenced proposed organization changes have been reviewed in accordance with Paragraph 4a(1), CIA Notice

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2. The Organization and Methods Service concurs in the requested changes which involve no change in total positions nor in personnel ceiling for the following reasons:

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b. Measurable work units in the book procurement activity have increased from 3,175 to 7,228 serial items, and from 19,037 to 62,345 book items during the past calendar year. Although the necessity for an increase in personnel is recognized, the division

of the section to unit level is not recommended. The official establishment of units within the organization framework will unduly restrict the flexibility of the organization as a whole, and if faithfully followed could result in unnecessary personnel action. This point was discussed with and orally concurred in by the Executive Officer, OCD.

3. Approval with the exception of the unit structure mentioned above is recommended.



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Chief, Organization and Methods Service

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Security Information

10 February 1953

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT : Proposed reorganization of the OCD T/O

1. OCD is proposing to reorganize certain portions of its T/O for the purpose of coping with changing workload which has required a realignment of functions and supervisory channels.

2. The budgetary implications of the proposal are indicated below:



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3. The net annual increase over current estimates for personal services is \$10,775. Inasmuch as more than seven twelfths of the current fiscal year has elapsed the increase for fiscal year would not exceed \$4,490 which could represent an increase in regular salary payments of [ ] for the entire Office of Collection and Dissemination for fiscal year 1953. As for the average salary increase for fiscal year 1953, there would be an increase from \$4,202 to \$4,208.

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4. For fiscal year 1954 the picture is as follows: An increase in overall OCD regular salary payments of \$10,775 [ ] The increase in average salary would be from \$4,225 to \$4,238 [ ]

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5. If approved, the proposed changes can be financed within the presently approved budget for OCD.

[ ]

FOIAB3B

E. R. SAUNDERS  
Comptroller